

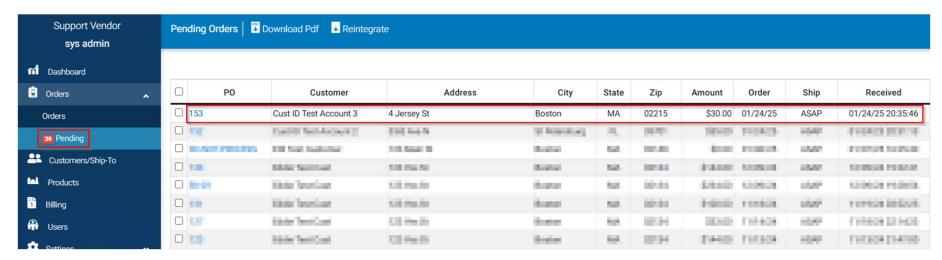
## How to assign a Customer and Ship-To ID in VendorDesk

This documentation will provide the steps necessary to assign Customer and/or Ship-To IDs to customer accounts in VendorDesk.

When you receive an order for a new customer (or address) who does not yet exist in your VendorDesk "Customer/Ship-To IDs", they will populate in the "Pending" tab under "Orders". Orders that are in "Pending" will not be processed in VendorDesk or be sent to a file/FTP server (if applicable).

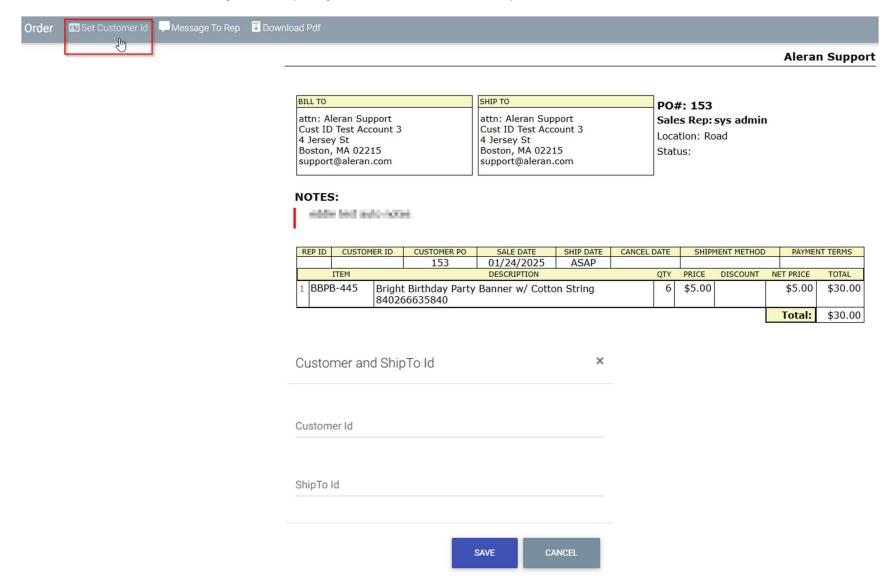
In order to process these orders, you must assign a Customer and/or Ship-To ID.

1. Once an order for a new customer/address has been submitted by the sales agency, the first step is to navigate to Orders -> Pending. Here you will find sales orders that are waiting for an ID to be assigned so they can be processed.



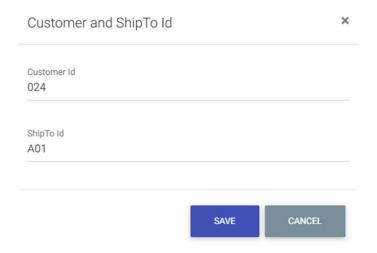
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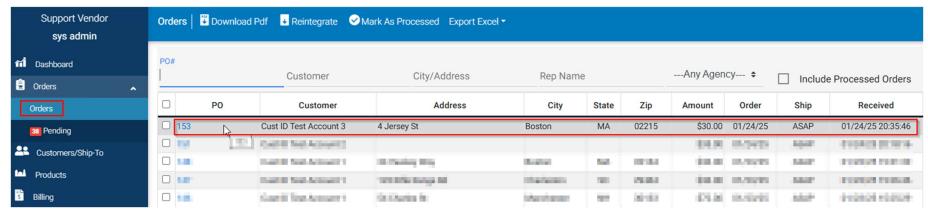
2. Once you have identified a sales order belonging to a new customer/address, you must open the sales order and set a Customer ID. Here is where you can specify a Customer ID and a Ship-To ID.



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3. Once you have assigned an ID to the customer/address, please select save. After you save, you will notice that the sales order has moved from "Pending" to "Orders".





4. You will be able to view and manage all Customer and Ship-To IDs in VendorDesk under the "Customers/Ship-To" tab. All future sales orders for these customers and ship-to addresses will display the ID numbers.

